

Providence Community Library

Board of Directors Minutes

January 20, 2010

**(These minutes are subject to correction at the February 17<sup>th</sup> meeting of the Board)**

The meeting was held in the community room of the Smith Hill Library, 31 Candace Street in Providence, at 6:00 pm.

1. Welcome and Call to order

The meeting was called to order by PCL President Marcus Mitchell at 6:10 pm. Marcus welcomed all board members, staff and public to the meeting.

Secretary Linda Kushner took a roll call of the board members, noting that 13 trustees were present and there was a quorum.

Present: Christian Caldarone, Joan Dagle, Dale Gorton, Althea Graves, Alan Gunther, Linda Kushner, Rochelle Lee, Mark McKenney, Marcus Mitchell, Patricia Raub, Maureen Romans, Ellen Schwartz, Ken Wise.

Absent: Gilda Hernandez, Owen Johnson, Peter Karczmar, Ann Keefe, Kara Neymyr, Alix Ogden, Sharon Simpson.

2. Correction of minutes from 12/16/09

The minutes from the December Board Meeting will be corrected to show that Alix Ogden was not present during the vote to table the discussion on BCI checks.

3. Executive Director's Report

Stacey Anter has resigned her position as Library Manager of the Olneyville Library as of the end of January to take a position as Children's Librarian at the School for the Deaf. We wish her well in her new position. The Library Manager position has been posted internally and externally. Job descriptions for the entire staff are being revised with input from staff members that hold the positions.

Ann, Laura and Steve attended the ALA Midwinter Conference in Boston for the exhibits portion of the event. Many publishers, technology vendors and other library services exhibited and gave out pens, posters and books. We were able to obtain over 100 free books for the libraries.

Providence Count Committee has requested that the Census Van visit each of our libraries. Dave Dvorchak is setting this up with Nina Pande from Federal Hill House.

Donations for Haiti are being accepted by PCL and turned over to the Red Cross.

Marcus, Linda and Ann appeared on the Good News Local Access Television show. We have another taping scheduled next month.

Silver Lake Community Center has received their deposit collection of children's materials for the Reading Express Library. Toni Garcia and Betty Nunes are now providing story times every week.

Ann will be meeting with Heather and Angie from the Institute for the Study and Practice of Non-violence regarding the hosting of student interns during the summer at eight of our libraries.

Laura, Sue and I met today with Councilwoman Young at Roger Williams Day Care. We plan to assist with a new book club, a chess club and book talks as well as the regular visits to and from the Day Care.

We are busy preparing the Fox Point Library for the next GTECH lab opening sometime next month.

Laura has completed a draft of the PCL Technology Plan that is required for PCL to receive e-rate money. A preliminary e-rate application has been submitted.

#### Development Director's Report

Steve Kumins noted that the fall fundraising effort has started winding down lately. For our first effort, it was a great success with an 11% response rate and average gifts of over \$100, with total gifts ranging from \$10 to \$1,000. He also wished to thank all board members who have contributed.

We are "very close" to reaching our necessary goal for the Sharpe Challenge.

Michelle Novello, a grant consultant, will be offering her services in regards to grants, programs, services and annual events.

For our gala event on March 26<sup>th</sup> at Knight Memorial, we'd like to ask board members to recommend authors and artists to contribute work or serve on committees.

#### 4. Treasurer's Report

Ellen Schwartz distributed a 6 month financial report as of December 31<sup>st</sup>, 2009. She noted that we've received 43% of our income and have spent 40% of our budget.

Rochelle Lee moved to accept the treasurer's report, Christian Calderone seconded, motion passed.

#### 5. Facilities Report (Business Director)

Committee is still doing research on purchase of building for administrative offices and tech services. We are talking to realtors and potential funding sources as well as looking at sites.

There are a number of issues being handled by the Providence Department of Public Property regarding building assessments, ownership, and repairs.

A RISE audit was done to assess the energy efficiency of the lighting at each library, but the report hasn't been issued yet. They will give us the full report when they have completed the heating and general building analysis.

The work on the GTECH children's lab at Fox Point has begun. There is no date yet for the opening because we need to complete electrical work, a new carpet, and the related furniture and equipment. The Boys and Girls Club have done some repairs on roof leaks in response to our request.

Our preventative maintenance program is continuing successfully under Mike Nickerson's direction. By the end of February we will add a part-time maintenance person to the team who has experience in the many areas of general repairs necessary to maintain the buildings.

6. Personnel Report

The Staff Handbook is still a work in progress. We are thinking about a staff evaluation process, one that would not be formal or go on file but that would emphasize on opening the lines of communication between staff and their supervisors.

The Personnel Committee has once again decided to recommend that BCI checks only be performed on employees hired after 10/31/2009.

7. Friends Report

The Friends of Washington Park held their first meeting, 6 people have joined and they're very excited!

The Friends of South Providence is slowly developing. We are still looking for help with Olneyville. Please pass on names and contact information of people you think would be appropriate to help with this.

8. New Business

The Planning Committee will be presenting a report on July 1<sup>st</sup> and is asking each committee to present a 1 / 3 / 5 year projection of where you see yourselves and what issues you'll be handling, similar to a strategic plan. This is required by OLIS.

Marcus is working on partnering PCL with the Coast Guard "Sea Grant" environmental program, which provides education and information about our aquatic resources.

Gilda Hernandez has regretfully submitted her resignation from the PCL Board due to time constraints.

The Board extends "get well soon" wishes to Knight Memorial librarian Adam Misturado. We hope for a speedy recovery as his important contributions to the organization are sorely missed.

9. Public Comment

Elaine Dunlap, a graphic designer who resides on the East Side, wishes to offer her services in terms of logos, branding and identity. Steve will discuss this further with her.

10. Adjournment

Meeting was adjourned at 7:30pm.

Respectfully submitted

Linda J. Kushner  
Secretary of the Board